

Dear Prospective Juror:
Please answer each of the following questions completely. The contact information you provide will be used only by court employees and shall not be made available to the attorneys or parties in the cases that you may be selected to hear as juror.

Name as it appears on the summons: _____
Legal name: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Phone numbers:
Home: _____ Business: _____ Ext: _____
Cell: _____ E-mail: _____

1. Do you want to be paid for roundtrip mileage from your home to the courthouse?
Yes ☐ No ☐ If yes, what is your roundtrip mileage? _____
2. Are you employed by the public schools, local government, or the State of New Mexico? (Note: these public employees cannot be compensated by the court for their jury service. Yes ☐ No ☐ .
3. Of which New Mexico county are you a resident? _____
4. Are you a United States Citizen? Yes ☐ No ☐ If no, country of citizenship: _____
5. Do you read, speak, and understand English? Yes ☐ No ☐.
If not, which language do you read, speak, and write? _____
6. Have you ever been convicted of a felony? Yes ☐ No ☐ .

a. If yes, please explain: _____

b. If yes, have you completed all conditions of parole or probation?
Yes ☐ No ☐.

c. If yes, please enclose a copy of one of the following:
____ Certificate or letter of completion issued by the Department of Corrections of New Mexico, or another state.
____ Certificate or letter of pardon from the Governor of New Mexico, or another state.

Request for postponement, excusal, or exemption on 2nd page of JURY SUMMONS
REQUEST FOR POSTPONEMENT, EXCUSAL, OR EXEMPTION
PLEASE NOTE: If your jury service is scheduled for a date that conflicts with your schedule, please request a postponement for a more convenient time in the space below. Jurors may be postponed for up to six (6) months.
There are NO AUTOMATIC EXEMPTIONS. All exemptions must be requested, including exemptions based on age or prior jury service.

ALL situations will be considered on a case by case basis. Please enclose a detailed explanation for cases of:

☐

Prior jury service (provide appropriate date(s) of service and court)

☐

Medical (must submit a current letter on letterhead from healthcare provider)

☐

Financial hardship (*not being compensated by your employer is not grounds for excusal*)

☐

Age: _____ (persons 75 and older may contact the court for an affidavit form requesting an exemption)

☐

Not a resident of the State of New Mexico or _____ County (please submit proof of residency, such as a utility bill in your name, a driver’s license, or a voter registration card)

☐

Caregiver: _____ (must submit a current letter on letterhead from healthcare provider)

☐

Nursing mother (a current letter on letterhead from healthcare provider required if requesting second postponement)

☐

Students and Teachers (*request to be postponed until school breaks - please provide below the dates when your school break begins and ends*):

☐

Other: _____

(Select one)

☐

I am requesting a postponement for the reasons noted above until the following date:_____

☐

I am requesting to be excused or exempted for the reasons noted above. I am submitting the required documents.

PLEASE NOTE:

Unless you receive a letter from the court stating you are excused from attending jury service, you MUST appear on the date required by the court. Not showing up for jury duty when summoned is called Failure to Appear and can result in a fine of up to five hundred dollars (\$500), up to six (6) months in jail, or both. Section 31-19-1 NMSA 1978.You can call the jury division to check on the status of your excusal.

I swear or affirm that the information I have provided is true and correct to the best of my knowledge. I am aware that failure to submit required documentation may result in the denial of my request.

After completing both sides of this form, please place in reply envelope with this address showing in window:

Signature of the person requesting postponement, excusal, or exemption

Date

Signature of the person preparing this form, if different from prospective juror

Date

Mailing Address:
(Court Name)
(Address)
(Address)